

Role Profile: Science Technician

Purpose

To assist in promoting the education and welfare of pupils, having regard to the aims and objectives of Downsend School and its policies. To work under the direct instruction of teaching/senior staff, usually in the preparation room or any other area of the school as required, to support access to learning for all pupils and to provide general support to the teacher.

Key Accountabilities

Relationships

The post holder is responsible to the Head of Science & works closely with other Teachers & TAs as required. The post holder also interacts on a professional level with other colleagues & seeks to establish & maintain productive relationships with pupils, parents & support staff, including peripatetic staff & outside agencies.

Standards and Quality Assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Participate in staff meetings relating to the curriculum & organisation of the school & the pastoral care of the pupils
- Attend events, including Saturday Open Mornings, Prizegiving, Parents' Evenings as required
- Attend INSET days & participate in training & performance development as required
- Participate in arrangements made for appraisal

Support for Pupils

- Share in the responsibility for the discipline & pastoral care of the pupils, including the safeguarding & promoting of children's welfare
- Maintain good order & discipline among pupils, and safeguard their health & safety, both on & off the School premises
- Establish & maintain good relationships with pupils, acting as a role model & being aware of & responding appropriately to individual needs
- Supervise & support pupils, including those with SEN, ensuring their safety & access to learning
- Assist with the implementation of IEPs & Behaviour Plans as directed by the Teacher
- Encourage pupils to interact & work co-operatively & engage in teacher-led activities
- Promote the inclusion & acceptance of all pupils
- Encourage pupils to develop self-discipline, self-esteem, confidence & independence

Managing Health and Safety

- Undertake safety checks as required & ensure compliance with the requirements of H&S, COSHH, and other relevant legislation & school documentation
- Ensure resources are maintained in a safe condition for pupils & staff & that duties are carried out in accordance with School policy & departmental codes of safe working practice
- Ensure all accidents are reported using the School's Accident Report Form procedure
- Keep the Head of Science and Senior Leadership Team informed of any concerns regarding Health & Safety and safe working practices

Support for the Teacher

- Keep up to date with curriculum developments preparing in advance of lessons all necessary equipment, resources & documents: delivering them to the relevant classroom & laying out as requested; clearing & washing up at the end of lessons; returning all equipment to the prep room or storage area as appropriate
- Provide technician support to your line manager, or other teachers, as instructed
- Apply generic lab technician skills to deliver high quality practicals & demonstrations to be used in science lessons
- If requisitioned by teachers, follow the control procedures for the use of radioactive sources to safely transport the sources & associated equipment from the 'Radiation Cupboard' to the classroom & return after use. You must first be trained by the School's Radiation Protection Supervisor or the Physics Technical Manager before you can carry out this task.
- Help in the trial of practicals & demonstrations
- When requested, assist teachers with demonstrations & practicals in the classroom
- Develop new systems in the labs & prep rooms to improve the technical support service

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, Health & Safety, security, confidentiality and data protection, reporting all concerns to an appropriate person in a timely manner
- Be aware of & support difference & ensure all pupils have equal opportunities to learn & develop
- Appreciate & support the role of other professionals
- Undertake regular first aid training as required
- Cover for absent colleagues when required
- Accompany teaching staff & pupils on visits, trips & out of school activities as required

Maintaining Equipment and Resources

- Help conduct half termly lab checks & report problems regarding labs, fume hoods & equipment. Carry out or arrange routine maintenance of science labs & equipment.
- Help ensure the labs (including sinks) are regularly cleaned & that the gas taps & electric sockets are regularly checked for foreign objects inserted into them
- Monitor stock of materials and equipment & report on shortfalls and order as necessary

- Maintain stores of chemicals in accessible, useable and safe manner. Safe disposal of chemicals no longer required. Cleaning and maintenance of apparatus before returning to storage.
- Local purchase of materials as necessary in line with the school's financial policy.
- Keep prep rooms clean & tidy, ensuring a safe environment for all staff
- Preparation and supply of lesson materials for the science curriculum including making up solutions, assembling apparatus and delivery and collection of equipment to rooms/stores as required.
- Researching new resources and practical experiments and constructing new pieces of equipment.
- Demonstrate confidence in trying out all experiments and be able to suggest improvements to experimental protocols, research potential new resources & work within strict safety guidelines
- Perform general administrative duties
- Remove from use any equipment that is deemed unsafe and report it to your line manager
- Report any misuse of tools, equipment & materials.
- Assist teachers, when requested, in carrying out risk assessments for demonstrations & practicals & keep a log of all risk assessments.
- Setting up and testing of ICT and data logging equipment
- Organising and setting out of equipment/special displays for events and open evenings.
- Advise staff on any problems and safety concerns

General points:

- Core and other duties may vary in order to take into account the changing nature of the Science Faculty and of the demands made upon it. Such change is typical of the job and, as such, does not constitute a change to the general job description. To undertake any other duties commensurate with this post as directed.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	<p>A passion for education</p> <p>An enthusiastic commitment to the importance of co-curricular activities in providing an outstanding education</p> <p>Calmness & efficiency & the ability to work under pressure</p> <p>Excellent communication skills (oral, written & use of ICT)</p> <p>Excellent organisational & administrative skills</p>	<p>A keen & self-motivated practitioner, who wishes to be a committed team member in a successful school</p> <p>An understanding of the nature of independent education & of the high expectations therein</p> <p>A good sense of humour</p> <p>A willingness to work hard, with energy & enthusiasm, and be prepared to go 'the extra mile'</p>
Qualifications	<p>A passion for science</p>	<p>Science A-levels or equivalent</p>
Experience		<p>Aware of Health & Safety issues, particularly as they relate to co-curricular activities, and willing to comply with H&S policy</p>
Other	<p>Cheerful & well-presented</p> <p>Eager to learn & attend INSET as necessary</p>	<p>To be active in pursuing professional development</p>

Key Stakeholders:

Internal – Pupils, Parents, Staff, Cognita SCC

External – Prospective families, feeder and senior schools, local community

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: